

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Meeting
Norwood Young America Library
4:30 p.m. Regular Board Meeting
October 13, 2015

Call to Order: Board Secretary, James Weygand, called the meeting to order at 4:30 p.m.

Board Members Present: James Weygand, Barbara Colhapp, Mark Peterson, Wayne Mortensen

Absent: Linnea Chrest

Library & Library Foundation Staff Present: Heidi Hoks (Library Director), Kathy Bognanni (CN/VC Branch Manager), Janet Karius (CH Branch Manager), Paul Ericsson (NYA, WT, WAC Branch Manager), Tatiana Staravoitau (Administrative Assistant), Sarah Nagle (Librarian, CN)

County Staff & Officials: None

Absent: Gayle Degler (County Commissioner / Library Board Liaison)

Approval of Agenda:

- *B. Colhapp/W. Mortensen* to approve the agenda of the October 13, 2015 Library Board meeting as presented. Passed unanimously.

Approval of Minutes of Meeting:

- *W. Mortensen/B. Colhapp* moved to approve the minutes of the September 8, 2015 Library Board meeting as presented. Passed unanimously.

Introduction of Visitors:

NYA City Administrator Steve Helget expressed his gratitude for the NYA Library. It continues to be a great success and a great service to the community. Helget spoke about the addition to The Harbor Assisted Living facility that will include Memory Care. He also talked about the success in new housing and the new “Family Dollar” store. He said that the city of Norwood Young America still has an opportunity for commercial and industrial sites and buildings for sale or lease throughout the community. (Cleaning in the NYA Library was resolved.)

Action Items – Approval of Policies:

- *M. Peterson/W. Mortensen* approved LSTA grant to purchase Chromebooks for Waconia Library. The Library staff will be trained how to use a Chromebook as well as having these tablet available for in-house checkout and use.

Unfinished and New Business:

- The new Deputy Division Director position was accepted by Nick Koktavy. Nick reported that the Public Service Division now includes seven departments: Veterans Services, Planning & Water Management, Library, Land Management, Information Technology, Facilities, and Environmental Services. In addition, we are the liaisons to UM Extension, the Community Development Agency, the Soil and Water Conservation District, and the Historical Society. All RBA's, Contracts and Financial Claims will be submitted to Nick for approval.
- Summer Reading Program was completed successfully. The report was submitted in Board Packet and an oral report was given by Paul Ericsson.
- Heidi Hoks reminded Library Board Member about their terms and asked for name suggestions.
- Library Strategies recommended that the Foundation approach additional fundraising moderately – choosing one event that could be successfully conducted and build on that success. So, the Library Foundation will held “Non-Event Event” in near future. They also suggested hosting a non-event event which solicited money for a special project. This year's project was e-audio books and Board members were each given a letter from the Foundation, asking for their personal support.

Administrative Reports – Library Director's Report:

- The Library Director's report and budget report were submitted in Board Packet.

Team Updates

- The Collection Team presentation was given by Sarah Nagle and handouts were distributed to the Library Board Members.

Administrative Reports – Deputy Division Director's Report:

- See above

Trustee and Commissioner Reports:

Branch Reports were submitted in Board Packet.

MELSA report from Commissioner Degler:

None.

Library Foundation of Carver County:

The Library Foundation report was submitted in Board Packet.

Adjournment:

W. Mortensen / B. Colhapp to adjourn meeting at 6:05p.m. Passed unanimously.

Next Meeting: Chanhassen Library at 4:30 pm on Tuesday, November 10, 2015

Respectfully submitted by Tatiana Staravoitau for James Weygand, Secretary